Name:_____

Department of Personnel Services
County of Maui
200 South High Street
Wailuku, HI 96793

Supplemental Information Sheet
for
Information Systems Analyst III (SR-20)
Information Systems Analyst IV (SR-22)
Information Systems Analyst V (SR-24)

TO ALL APPLICANTS: Please complete the "WORK HISTORY SUMMARY" AND THE "INFORMATION SYSTEMS ANALYST TRAINING AND EXPERIENCE SUMMARY" forms that are enclosed and date and sign at the bottom of this page. Your application will be rated and you will be given a score based on the experience listed on these supplements as part of the training and experience evaluation. The examination parts and weights are as follows:

Level III - training and experience evaluation 100%.
Level IV - training and experience evaluation 100%.
Level V - training and experience evaluation 100%.

****

I hereby certify that all statements in the supplemental forms are true and I understand that any misrepresentation of facts may cause forfeiture of all rights to any employment in the County of Maui.

I authorize the employers I have listed on this supplement to verify the statements I have made and/or release other information as requested by the Department of Personnel Services.

_____   _____
Signature of Applicant   Date

INSTRUCTIONS FOR COMPLETING FORMS

Information Systems Analyst III (SR-20), IV (SR-22), V (SR-24)

These positions are primarily responsible for the design, development, acquisition, and maintenance of electronic data processing systems and procedures for major computer applications areas for County agencies. It also may involve the technical support of systems software for host computers (operating system, data communications, etc.) and administration of networks for host computers and PCs.

To permit the Department of Personnel Services to properly evaluate your knowledge and experience in the light of the duties, responsibilities, and requirements for the Information Systems Analyst positions, you are asked to complete:

1.   "WORK HISTORY SUMMARY" for each employer for whom you worked as a Computer Systems Analyst, Programmer Analyst, Applications Programmer, Systems Programmer, Systems Administrator, or comparable position.

   a.   EMPLOYER NO.:   State the business name of the employer. Note that the Nos. 1, 2, 3, 4, etc. will be used to reference this employer to the specific skills information you disclose in the "Information Systems Analyst Training and Experience" form.

   b.   Address: State the address and location of the employer.

   c.   Supervisor or Client who may be contacted: State the name and the phone number of your immediate supervisor of a major client if you were self-employed.

   d.   Nature of the Business: Government, manufacturing, financial, software development, etc.

   e.   Job Title(s) Held: State only the job titles related to these positions being applied for and the from and to date for each title held. Typical job titles are:

   •   **SYSTEMS ANALYST -** performs needs analysis, requirements definitions, system design, RFP development, etc.

   •   **APPLICATION or COMPUTER PROGRAMMER -** writes and maintains computer applications programs in high level languages such a Cobol, RPGII, Basic, Fortran, etc.

   •   **PROGRAMMER ANALYST** -   combination of the above.

   •   **SYSTEMS PROGRAMMER -** Provides highly technical support for hardware specific software, operating systems, data communications systems, etc.

   •   **SYSTEMS ADMINISTRATOR -** Provides user level technical support for host systems and PC networks.

- **DATABASE ADMINISTRATOR** - Provides database management support for the county's information system by maintaining, enhancing, developing, and implementing database management systems.

- **NETWORK ADMINISTRATOR** - Develop, design, and enhance the overall network operations and develop network policies and standards, including security procedures. Concerned with local and wide area networks.

- **SECURITY ADMINISTRATOR** - Responsible for the security of information systems, the equipment they run on, and the facilities where they are located. Develops policies, procedures, and detection and prevention measures.

- **NETWORK ENGINEER** - Responsible for the design, implementation, or maintenance of physical network infrastructure and its efficient functioning.

2. "INFORMATION SYSTEMS ANALYST TRAINING & EXPERIENCE SUMMARY" to specify the levels of skills and knowledge you possess for the areas listed. List other areas that may apply for each category.

   a. <u>Knowledge Level</u>:   Make a mark in the appropriate block:

   "0"   to indicate that you have no knowledge in this area.

   "1"   for limited knowledge - you are aware of various features and functions in this area and are able to discuss it with computer professionals, but have not utilized it to any extent in day to day activities. You may have minor experience in this area.

   "2"   for working knowledge - you are capable and confident of independently handling assignments. You may receive some technical supervision and direction. You have moderate to substantial actual experience.

   "3"   for expert knowledge - you have extensive knowledge in this area and require no technical assistance in completing complex assignments. You can also provide technical supervision and assistance to subordinate programmer analysts when needed. <u>Please provide a short narrative describing your extensive in-depth experience on a separate sheet</u>.

   b. <u>Experience</u>:   Specify the years and months of experience you have gained for the area (example: 5 yrs 7 mo).   <u>Important - count only actual experience acquired since January 1995</u>.

   c. <u>Resp. Level</u> : Enter "P" for <u>P</u>rimary level if you spent over 25% of a normal 40 hours work week in the area. Enter "S" for <u>S</u>econdary level 10-25% time spent and "M" for

<u>Mi</u>nimal level for less than 10%.

Note: When specifying Experience and Responsibility Level, use only actual employment experience. Please explain other experience gained for the area in the <u>Comments</u> area (example: used PC at home for 6 months-average of 10 hours per wk).

d.   <u>Where Acquired</u>: Enter the Employer No (s). From the "WORK HISTORY" form (s) to indicate where you acquired the knowledge and experience.

e.   <u>Comments to clarify or state specifics</u>: Use this area to further explain any entry you have made. As an example, when specifying your knowledge and experience for "Financial/Business" applications, you should indicate the specific applications you worked with in this section. Please be as brief as possible.

WORK HISTORY SUMMARY

Employer No. 1	**Nature of Business:**		
Address:	<u>Job Title(s) Held:</u>	From	To
Supervisor or client who may be contacted:　　　　Phone:			

Employer No. 2	**Nature of Business:**		
Address:	Job Title(s) Held:	From	To
Supervisor or client who may be contacted:　　　　Phone:			

Employer No. 3	**Nature of Business:**		
Address:	Job Title(s) Held:	From	To
Supervisor or client who may be contacted:　　　　Phone:			

Employer No. 4	**Nature of Business:**		
Address:	Job Title(s) Held:	From	To
Supervisor or client who may be contacted:　　　　Phone:			

Note: Please make a copy of this page if you have more than four employers to list and change the employer nos. accordingly.

INFORMATION SYSTEMS ANALYST TRAINING & EXPERIENCE SUMMARY

DESCRIPTION	KNOWLEDGE LEVEL				Experience Years/Mon	Resp Level	Where Acquired	Comments to clarify or state specifics (attach separate sheet if necessary)
	0	1	2	3				
JOB RESPONSIBILITY SKILLS:								
Systems Analysis								
Application Programming								
User Application Training								
RFP Development and Evaluation								
Feasibility Studies								
Project Management - MIS Applications								
Systems Programming								
Systems Administrator - Host Systems								
Systems Administrator - LAN/WAN								
Systems Administrator - Security								
Systems Administrator - Databases								
Business Process Analysis								
Others (specify, e.g., web administrator):								
SPECIFIC APPLICATION KNOWLEDGE:								
Financial/Business: (G/L, Accounting, Budget, A/P, A/R, Inventory, Fixed Assets, Payroll, Personnel, etc.)								
Public Safety: (Police CAD, Records Management, CAMEO, Prosecutor Case Tracking, etc.)								
Land Management: (GIS, Real Property Tax, Development Management Systems, Permit Tracking,, Inspection/Violation)								
Others (please specify):								

INFORMATION SYSTEMS ANALYST TRAINING & EXPERIENCE SUMMARY

DESCRIPTION	KNOWLEDGE LEVEL				Experience Years/Mon	Resp Level	Where Acquired	Comments to clarify or state specifics (attach separate sheet if necessary)
	0	1	2	3				
TECHNICAL SKILLS - HARDWARE:								
Mainframe:								
Mini:								
PCs:								
LAN/WAN:								
Others (specify):								
OPERATING SYSTEMS:								
MS Windows Server:								
Netware:								
Linux:								
Unix:								
Other:								
DEVELOPMENT SOFTWARE:								
JAVA								
C++								
SQL								
XML								
DBMS (specify)								
Others (specify):								
PC APPLICATIONS:								
WordPerfect								
Microsoft Word								
MS Excel								
MS Access								
Quattro Pro								

Paradox								
Crystal Reports (or other report writer tools)								
AutoCAD								
Others (specify):								